Adjutant General's Department

10/22/2014

YOUR DIRECT LINK TO State Vacancies

POST &/or Distribute

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided. *APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION*.

All positions require a security check.

Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

Location	*Open	Position	Title	Department	Closing
Location	Open	<u>1 USITIOII</u>	<u>rue</u>	Depar tillent	O
					<u>Date</u>
Topeka	1,2,3	Unclassified	NEW Environmental Scientist IV	KDEM	Nov 17,
_			https://www.da.ks.gov/ps/pub/reqinfo.asp?id=178999		2014
Topeka	1,2,3	Unclassified	Law Enforcement Officer	JFHQ	Until Filled
_	, ,		https://www.da.ks.gov/ps/pub/reqinfo.asp?id=178897	Security	
Topeka	1,2,3	Unclassified	Resource Protection Officer	JFHQ	Until Filled
_			https://www.da.ks.gov/ps/pub/reqinfo.asp?id=178893	Security	
Topeka	1,2,3	Unclassified	Executive Assistant to the Adjutant	TAG	Oct 24,
_			General	Command	2014
			https://www.da.ks.gov/ps/pub/reqinfo.asp?id=178819	Office	
Topeka	1,2,3	Unclassified	Resource Protection Officer-999'r	JFHQ	Until Filled
_		999 hours	https://www.da.ks.gov/ps/pub/reqinfo.asp?id=178089	Security	

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1, 2, 3.

HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at http://da.ks.gov/ps/aaa/recruitment/intro.htm

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to stephanie.k.burdett.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

MEETING MINIMUM QUALIFICATIONS: In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the specific position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

REQUIRED DOCUMENTS. The following documents must be submitted by the job closing date.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.

Stephanie Burdett: 785-274-1460

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at http://www.ksrevenue.org/taxclearance.html.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: http://www.kansastag.gov/AdvHTML Upload/files/TAG%20306(1).pdf.
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, stephanie.k.burdett.nfg@mail.mil.

Environmental Scientist IV

Kansas Division of Emergency Management (KDEM) - Topeka, KS

Requisition #178999 - Open until November 17, 2014 - Job Summary: Unclassified, Full-Time, 40 hours per week, \$26.98 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: This position assists in the, planning, developing and organizing all phases of the nuclear programs within the respective program guidelines. This position is responsible for the day-to-day supervision of the Technological Hazards section within KDEM, which includes a staff of five. Dealing with dynamic hazardous substance release scenarios and complicated multi-disciplinary planning documents, the employee is expected to recognize when more than one solution or approach may be applicable. The employee is responsible for applying a high degree of independent judgment to respond to technical issues associated with complicated emergency situations. The employee must routinely exercise resourcefulness, sound judgment, and discretion to assess or recommend mitigation, training, exercise, response or recovery strategies associated with such scenarios. Serves as Staff Duty Officer for both Technological Hazards and natural hazards.

How will I be screened? (Required Qualifications): Graduation from an accredited four year college or university with a bachelor's degree or higher in environmental, agricultural, or natural sciences/resources and four years of experience in a field of environmental/agricultural sciences or natural sciences/resources. Additional experience in the biological sciences, agricultural sciences, physical sciences, natural sciences/resources, mathematics or engineering may be substituted for the required education as determined relevant by the agency. Required to complete Pressurized Water Reactor II course within two years of employment. Requires completion of IS-100, 200, 700, and 800; hazardous materials response awareness level training; hazardous waste operations and emergency response (HAZWOPWER); Emergency Planning, Exercise Design courses within one year of employment. Minimum two years supervisory experience with oversight of three or more persons; preferred supervisory experience of three to five years.

Preferred Applicants: Preferred successful completion of a minimum of 20 hours of college coursework in physical sciences (i.e. chemistry, fire science, biology, geology, microbiology, physics); background in regional and community planning, computer-aided management in emergency operations (CAMEO) and plume modeling software; possess good communication and sound writing skills.

Law Enforcement Officer JFHQ – Security - Topeka, KS

Requisition #178897 - Open until filled - Job Summary: Unclassified, Full-Time, 40 hours per week, \$16.25 an hour with shift differential of \$.50 an hour for a total hourly rate of \$16.75 per hour. **Work hours:** Saturdays - Wednesdays, 3:45 pm - 11:45 pm. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: This position provides armed security base-wide, performs access control, asset protection & surveillance monitoring, and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

How will I be screened? (Required Qualifications): Graduate of Kansas Law Enforcement Training Academy or another state's equivalent training program, with current LEO certification. High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

Resource Protection Officer

Joint Forces Headquarters Complex - Topeka, KS

Requisition #178893 - Open until filled - Multiple Positions – Job Summary: Position is a full-time, unclassified, state position, \$14.11 per hour with a shift differential or \$.50 for a total hourly rate of pay of \$14.61 an hour. **Work schedule** is Wednesdays - Sundays, 3:45 pm - 11:45 pm. This position is eligible for all benefits offered to State of Kansas employees. This position is open until filled so get your application in as soon as possible.

Job Description: The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

How will I be screened? (Required Qualifications): High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete

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Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

Preferred Applicants: Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. **(Applicants must designate armed security on employment application.)**

Executive Assistant to the Adjutant General Office of the Adjutant General - Topeka, KS

Requisition # 178819 - Open until October 24, 2104 - Job Summary: Full time, unclassified with benefits, state position, \$17.39 to \$23.48 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 10/24/2014.

Job Description: Executive Assistant to The Adjutant General, Administrative Officer: This position is located in the Office of the Adjutant General. The incumbent assists the Adjutant General with a wide variety of administrative, management, and support services. This position serves as an advisor to the Adjutant General to improve organizational effectiveness and customer service as it relates to the front office and is responsible for identifying needed changes to office and clerical procedures for the Agency. The position assists in agency relations with Congressional delegation, Executive, Judicial and Legislative branches of state government and the Army and Air Force. Incumbent also makes all travel arrangements for the Adjutant General, is responsible for planning meetings as requested by the Adjutant General and to coordinate and tracks congressional, Governor's Office and public inquiries sent to the agency.

How will I be screened? (Required Qualifications): > Requires one year strong administrative office skills, the ability to use the computer and standard office software in an intermediate level. The Administrative Officer must have or be able to quickly develop a thorough knowledge of the organization and its operations. Must be self-motivated, capable of making appropriate decisions independently, responsible and possess good "people" skills.

Preferred Applicants: Will possess MS Office product knowledge and experience.

Performance Standards: To be successful, the expectation is that a candidate will be able to perform the essential functions of the position with limited supervision

Resource Protection Officer – Temporary 999 Hour Position Joint Forces Headquarters Complex – Topeka, KS

Multiple Positions –

Job Summary: Position is a temporary 999 hours per year, unclassified with NO benefits, state position, and \$13.61 per hour. Work schedule to be determined. This position is open until filled so get your application in as soon as possible.

Job Description: The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

Minimum and Preferred Qualifications: High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. (Applicants must designate armed security on employment application.) Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

<u>To Apply</u>: Register your Personal Data and Apply online at http://da.state.ks.us/ps OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.